



**U.S. DEPARTMENT OF STATE  
VIRTUAL FELLOWS PROGRAM  
PROJECT DESCRIPTION – CLIMATE  
CHANGE COP21 SUPPORT**



This project seeks a Virtual Fellow to serve with the **Office of the Special Envoy for Climate Change – S/SECC**

**Fellow Location:** The Fellow will serve virtually. Relocation is not required.

**Project Name:** Climate Change COP21 Support

**Project Description:** The Fellow will support the logistical planning for COP21 (the major climate change conference coming up Nov. 30-Dec. 11).

**Potential Fellow Taskings:**

- compile the events for the COP and keep a running calendar;
- track high-level USG participation;
- keep a running tally of follow-up items related to the COP and work with the office Chief of Staff and Special Assistant to ensure follow-through.

**Program Requirements:** The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

**Project-specific Knowledge, Skills, or Abilities:**

- Knowledge, background and expertise in climate change and specifically the international climate change negotiations.

**Other:** The Fellow must be a U.S. citizen.

**Suitability Determination/Security Clearance:** None required. The Virtual Fellow will not require access to OpenNet. The duties associated with this project will be performed using only widely available open source materials, information, and technologies.

**Remuneration:**

The Virtual Fellow will serve pursuant to a Gratuitous Services Agreement. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with participation in the Virtual Fellows Program.